Taleo – Guide to Reviewing Candidates and Scheduling Interviews

As qualified candidates apply to the position, you will be able to review the application and any attachments associated with the candidate profile. If you have selected collaborators while creating your requisition, they will also be able to review candidate details. As the Hiring Manager, you will have access to either move qualified candidates through the requisition process or disposition candidates that you do not wish to move forward with. Within Creighton's applicant tracking system, the hiring manager can schedule and organize interviews. Please follow the steps below to successfully set up your interview, which will notify participants and collaborators, and lead into evaluation management.

Helpful tips when reviewing candidates and/or scheduling an interview:

- You will see all qualified candidates for a position, including internal applicants and external applicants.
- If you have questions about what the different disposition selections mean or what types of notifications will be sent to the candidate upon selecting a specific disposition code, please contact your HR Generalist.
- If during the Requisition creation process you identified Collaborators or Hiring Manager Assistants, those selected individuals will have access to review the candidate profiles.
- The functionality does exist to set up and schedule interviews during the position requisition creation steps, however it is recommended to hold off until the recruitment is underway and qualified candidates have been identified.
- After the interview, all participants will be sent an electronic evaluation to assess the candidate and those results will be viewable by the hiring manager.

1. **To review applicants, first log into the system and click "View Requisitions" to access the requisitions list.**

2. **There are a variety of ways to review the list of candidates.**
   a. **The first is to click on the title of the requisition from the list.**

The requisition will open and in the left-hand sidebar you will see a blue number, which identifies the number of candidates in your pool. Click the blue number to review the list of candidates.

b. **Another way to review candidates is from your Requisition List page. In the "people" 👤 column, you will see a blue number, which reflects the number of candidates in your pool. To review the candidates, click the blue number.**

3. **Under that specific requisition, you will now be able to see a list of applicants in the middle of the screen. To review the candidate's application and supporting documents, click on the name of the applicant.**

4. From the Job Submissions tab, you will use the "arrow" icon on the left side of each heading to expand each section to review the candidate profile.
   a. Headers include: 1. Personal Information, 2. Submission Information, 3. Profile Information, 4. Experience and Credentials, 5. Questionnaire, and 6. References

5. To review any attachments that may have been submitted with the application (i.e. Resume, Cover Letter, Samples, etc.), click on the "Attachments" tab at the top of the page. To open the attachments, click on the

title of the attachment.

6. To change the status of the candidate you are reviewing, click "More Actions" and select "Change Step/Status" from the drop-down menu

7. A new window will open and under "New Status" you will be able to update the status from the list of drop-down options, which include: To Be Reviewed, Passed HM Screen, Not Selected or Applicant Withdrew. If this is a candidate you're interested in reviewing further, select "Passed HM Screen" from the drop-down list and then click "Save and Continue."
   a. You can also choose to leave a comment here if you wish in the designated text box.

Change Step and Status

Current Step   Current Status
HM Review   Under Consideration

Information

New Step
HM Review

New Status
Passed HM Screen*

Reaching a status marked
with an asterisk (*)
completes the step

☐ Create a self-assigned task

Comments

Save and Continue   Save and Close   Cancel

8. **A new "Change Step and Status" window will open and you will see that under the "New Step" header "Interviews" has prepopulated and under the "New Status" header, "To Be Scheduled" has prepopulated. Click "Save and Close" to schedule the interview.**

Change Step and Status

Current Step   Current Status
HM Review   Passed HM Screen

Information

New Step
Interviews

New Status
To Be Scheduled

Reaching a status marked
with an asterisk (*)
completes the step

☐ Create a self-assigned task

Comments

Save and Continue   Save and Close   Cancel

Steps on Scheduling the Interview

1. **Click the "Interview" tab at the top of the candidate profile. In section 1. Interviews and Evaluation Requests, click "Create Interview."**

2. **A pop-up window will appear to allow you to select the type of interview (One-on-one or Panel)**

3. **If you select "Panel" interview, then select the number of participants from the drop-down menu and then click on the "Create" button.**
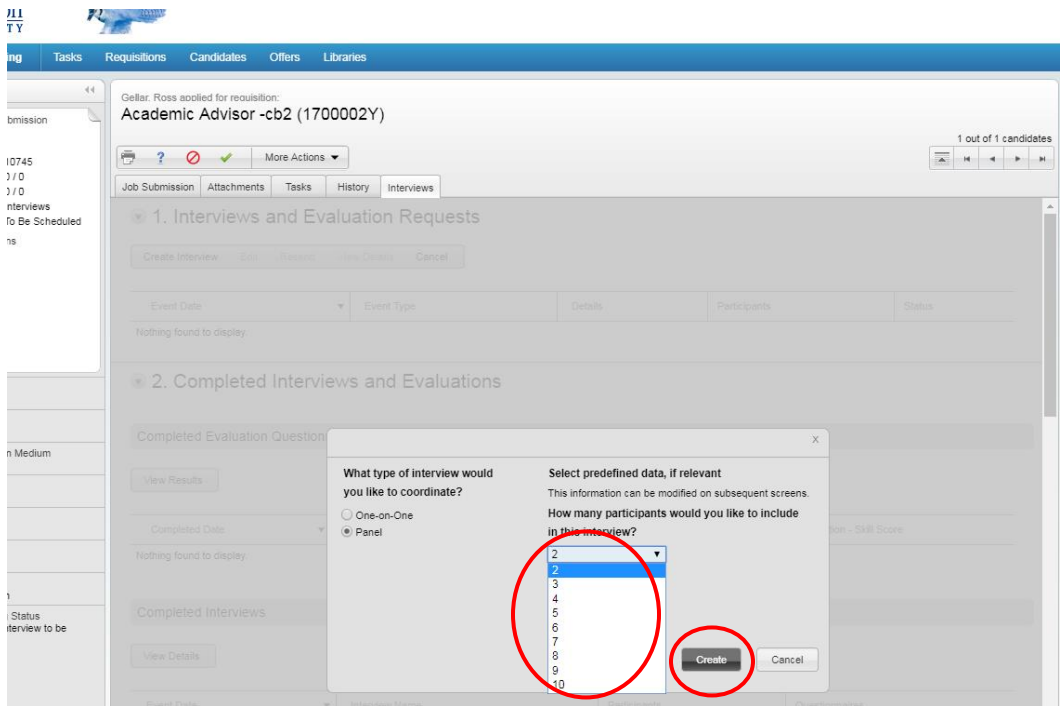
4. In Section 1: "Interview Properties," give your interview a new title if desired. Type in the specified Location for the interview. Under participants click "Add Participants."

5. Click "Select" next to the user name, and click "Done" when the user appears in the Selected Participants list above.

6. **Under your interview, Add a Date, and Start and End Time. Select a new Time Zone if needed.**

7. **Add applicable comments or questions in the "Notes for Participants" text box, which will be viewable by all of those individuals you identified in the "Add Participants" field.**

Correspondence Language

English

Notes for Participants

8. **In Section "2: File Sharing," the candidate file and/or requisition file may be selected, which will allow all of your selected participants access to review the participant's profile and attachments. Then, click Save & Close at the top.**

Submission Type
External

Recruiter
Catie-Rec Bacon

Hiring Manager
CatieB-HM Bacon

Candidate Facing Status
Hiring Manager interview to be scheduled.

2. File Sharing

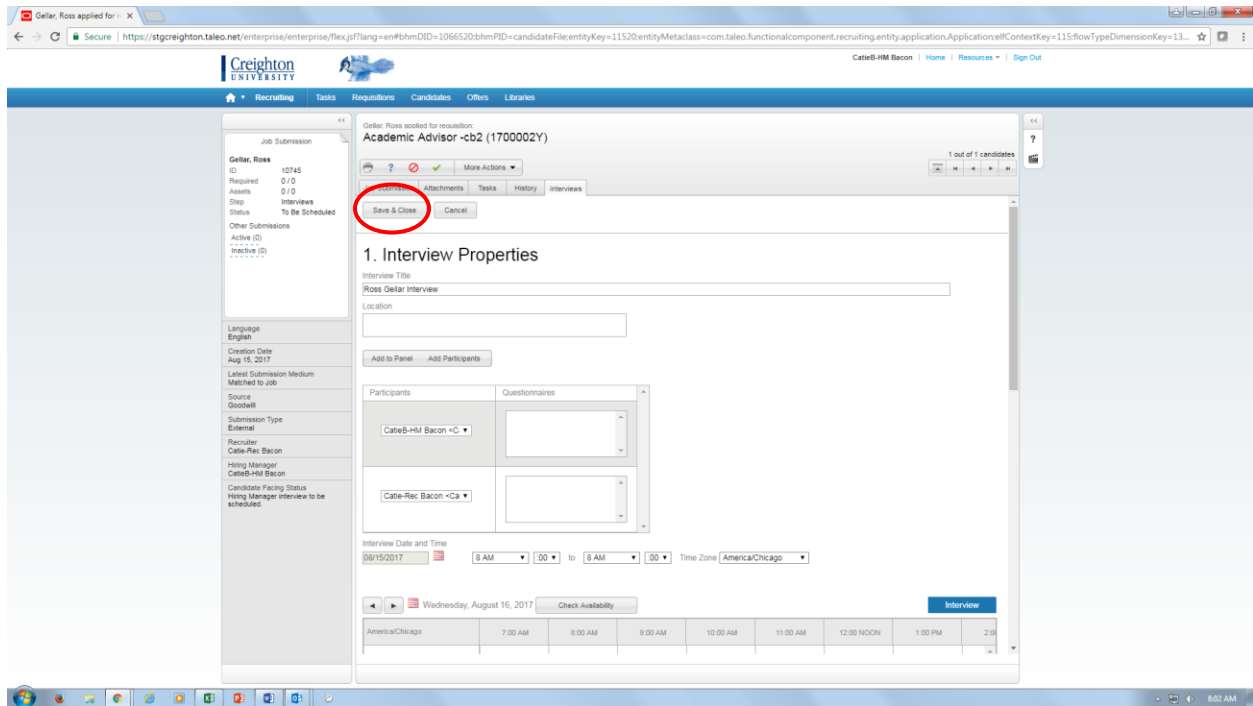Select which files will be sent to participants.
☐ Candidate file
☐ Requisition file

Submission-specific Attachments*

There is no data to display.

*Only files visible by the candidate are available for sharing.

9. **This completes the process of Coordinating a Candidate Interview. Scroll back to the top of the page and click "Save and Close."**

10. **The Scheduled Interview should now appear under Section 1: Interviews and Evaluation Requests on the Interview Tab. Both the interview scheduler and interviewer should receive emails that the evaluation has been completed.**